

**MEETING
MINUTES
OCTOBER
2013**

**REGULAR
MEETING**

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
REGULAR MEETING
OCTOBER 4, 2013
7:00PM – ACTION MEETING

MINUTES:

Commissioner Maxwell called the meeting to order, read the OPMA statement and led the Pledge of Allegiance

ROLL CALL:

Comm. Golden
Comm. Maxwell
Solicitor Cafiero
Deputy Clerk Carl O'Hala

ABSENT:

Mayor Fox
Acting Municipal Clerk Donna L. Frederick (bereavement)

APPROVAL OF MINUTES OF PREVIOUS MEETINGS AS PRESENTED:

Regular Meeting Minutes – September 6, 2013
Special Meeting Minutes – September 9, 2013
Special Meeting Minutes – September 13, 2013
Workshop Meeting Minutes – September 30, 2013

Closed (executive) Session as per resolution 2013-046
Closed (executive) Session as per resolution 2013-097
Closed (executive) Session as per Resolution 2013-100

Motion to approve minutes by Comm. Golden, Seconded by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Motion Carried

CORRESPONDANCE:

Deputy Clerk informed the Commissioners that the 2013 Best Practices Inventory Questionnaire was completed and will be filed; the Borough does qualify for state aid under the provisions of the Best Practices Inventory formula.

ORDINANCES:

ORDINANCE 526(2013):INTRODUCTION/ FIRST READING: AMENDING ORDINANCE NO. 398 LAND DEVELOPMENT ORDINANCE BOROUGH OF WEST WILDWOOD, COUNTY OF CAPE MAY, NEW JERSEY

Motion by Comm. Golden, Seconded by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Ordinance 526 (2013) adopted on First Reading/Introduction

RESOLUTIONS: READ BY NUMBER & TITLE

2013-102 - DECLARING TRICK OR TREAT TO BE HELD ON THURSDAY, OCTOBER 31, 2013 FROM 5pm to 7pm

Motion by Comm. Maxwell, Seconded by Comm. Golden
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Resolution Adopted

2013-103 – CHAPTER 159 – INSERTION OF 2013 CLEAN COMMUNITIES GRANT

Motion by Comm. Golden, Seconded by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Resolution Adopted

2013-104 – A RESOLUTION ESTABLISHING A SURPLUS POLICY (REGARDING BEST PRACTICES)

Motion by Comm. Maxwell, Seconded by Comm. Golden
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Resolution Adopted

APPROVAL TO PAY BILLS WHEN PROPERLY SIGNED AND ENDORSED:

Motion by Comm. Golden, Seconded by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes.
Motion Carried for approval of payment of bills as presented.

REPORTS FROM OFFICIALS:

Comm. Golden read activity report (attached) and announced the Free Bulk Trash date for October 22.

Comm. Maxwell read the Police activity report (attached) in the Mayor's absence.

Comm. Maxwell opened up the meeting to the floor for public comment.

MAUREEN SMITH, 30 Venice Avenue, announced the community clean-up, and asked the ladies aux. to let her know who is coming; and solicited anyone interested in becoming a member of the auxiliary they meet on the 3rd Wednesday of the month.

Hearing no more comment from the public, Comm. Maxwell closed the meeting to the floor.

Motion to Adjourn:

Motion by Comm. Golden, Seconded by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes
Motion Carried.

Respectfully submitted

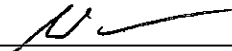


Carl O'Hala, Deputy Municipal Clerk

THESE MINUTES WERE APPROVED AT THE NOVEMBER 1, 2013, REGULAR COMMISSION MEETING



MAYOR CHRISTOPHER J. FOX



COMMISSIONER SCOTT W. GOLDEN



COMMISSIONER CORNELIUS J. MAXWELL

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Question
General Management - GM		Comments
	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement in the preceding year?
2	No	Has your municipality reviewed its policies and staffing requirements for providing traffic safety around utility and construction work, and implemented policies to assure that the most efficient and cost-effective approach is taken? Traffic safety policies for utility and construction work should balance the interests of public safety with those of controlling costs. For example, uniformed police officers controlling a cul-de-sac may be excessive; while parking a policeman in a patrol car on a major highway to act in lieu of a "crash truck" may be insufficient and could endanger the officer. An appropriate traffic safety plan should include parameters governing when police officers, flag men and safety apparatus are used in different circumstances.
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles, and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)?
4	Yes	Has the appropriate administrative official reviewed the <u>State Comptroller's June 25, 2013 Report</u> with respect to local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?

The Borough is in the process of implementing this policy.

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
0513	<i>Please see Color Key at bottom of sheet for limits on answers</i>	
Answer	Question	Comments
5 No	<p>Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding \$300 and to limit the contributions that the holders of a contract can make during the term of a contract to \$300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?</p>	Pending Introduction.
6 Yes	<p>Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget including the full adopted budget for current year when approved by governing body; most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; easily accessible contact information for elected and appointed officials, municipal administrator or manager, municipal clerk, police chief, municipal court administrator and all department heads; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?</p>	
7 Yes	<p>Does your municipality require its elected officials to attend on an annual basis at least one instructional course, approved for continuing education credit by DLGS, covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may also be satisfied through in-house education provided by a professional, vendor or staff member provided they have significant expertise in their profession and routinely prepare public presentations.</p>	
8 No	<p>Are ordinances codified on an annual basis, with both the code and any uncodified ordinances (including salary ordinances) made available online?</p>	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0513	Answer	Comments
	Question	
	<p>With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term? An example of such analysis can be found on the "<u>PERC Summary Form; Public Sector; Non-Police and Non-Fire; Section V Impact of Settlement</u>" and "<u>PERC Summary Form; Police and Fire; Section VII Impact of Settlement</u>"</p> <p>Financial Standards & Procurement - FS</p>	
10	Yes	<p>Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. Does your CFO evaluate and discuss this risk assessment annually with your governing body or an appropriate subcommittee of the governing body (such as the Audit or Finance Committee) with a focus on developing accounting control processes, procedures and authorizations designed to limit the risk of loss or misstatement?</p> <p>An accounting policy manual documenting all internal accounting control processes, procedures and authorizations is of great value for staff to understand these safeguards. Are internal accounting control processes, procedures and authorizations documented and communicated to staff?</p>
11	Yes	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0513	Answer	Question
12	Yes	Comments
12	Yes	<p>With respect to note sales, proper disclosure and communication with potential bidders can yield optimal results for a municipality. Knowing when to sell on a negotiated or competitive basis, aggregating note sales as much as possible, along with casting a "wide net" to attract the maximum number of bidders for a competitive note sale, is critical to achieving the lowest possible interest rate. Is your municipality doing all of the following:</p> <p>1) comparing any negotiated proposals with actual market data to assess whether a competitive sale is more optimal; 2) marketing note sales beyond publishing the notice required by N.J.S.A. 40A:2-30 and beyond displaying a notice on your municipal website; 3) consolidating note sales to a single sale per year, unless unexpected circumstances lead to an unavoidable need for a second sale; 4) issuing a prospectus, official statement or other document to potential lenders disclosing all material financial and budget information; and 5) refraining from conducting competitive note sales around the time of major holidays (such as, but not limited to, the period between Christmas and New Year's Day) except only in those circumstances where notes are coming due and need to be renewed?</p>
13	Yes	<p>Changes in energy markets could potentially offer substantial savings for local governments. <u>Local Finance Notice 2012-12</u> provides important guidance on the competitive procurement of energy. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) whether the cooperative or competitive procurement of energy would benefit your municipality?</p>
14	No	<p>Having a Finance Committee can provide an efficient means to represent the governing body by performing in depth research, plans and reviews in fiscal areas such as audit, budget and accounting workflow rules, as well as evaluating vendor, professional and labor contracts. Does your municipality have a Finance Committee made up of at least one governing body member, the chief administrative officer, CFO, head purchasing agent and other appropriate personnel, as may be needed, that meets at least monthly and discusses all significant financial issues?</p>

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0513	Question	Comments
15	<p>Answer</p> <p>No</p> <p>Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2011 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2012 audit? If the answer is no, please list the repeat findings in the comments section and, upon appeal by the municipality, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.</p>	<p>1. The Borough should establish a complete and accurate schedule of fixed assets. (This is in the process of being complete) 2. The Borough should maintain the general ledger accurately and completely on a timely basis. (The general ledger is being maintained accurately and timely)</p>
16	<p>Answer</p> <p>No</p> <p>The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. <u>A "yes" answer is appropriate for this question if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm.</u> Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not reconciled.</p>	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0513	Answer	Question	Comments
17	Yes	<p>The Local Finance Board recently adopted new rules, outlined in <u>Local Finance Notice 2013 17</u>, expanding municipalities' ability to purchase goods and services with procurement cards. The most significant change is the elimination of the prior per-transaction monetary limitation on P-Cards (15% of local unit's bid threshold) where a Qualified Purchasing Agent manages a local unit's P-Card program. Has your CFO, head purchasing official or other appropriate municipal official evaluated and discussed with your governing body (or an appropriate subcommittee thereof) how and whether a procurement card program could benefit the municipality or, if a procurement card program already exists, whether the program complies with the new regulations?</p>	
	Yes	<p>Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?</p>	
19	No	<p>Budget Preparation and Presentation - BP Has your municipality fully and accurately disclosed in the "Budget Message" section of your CY2013/SFY 2014 budget the following: Revenues at Risk; Non-Recurring Cost Reductions; Anticipated CY2014/SFY 2015 Appropriation Increases; and Structural Balance Offsets as detailed in <u>Local Finance Notice 2011-37</u>?</p>	
20	Yes	<p>In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?</p>	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
	Question	Comments
0513	Answer	
21	<p>Yes</p> <p>In preparing your annual budget for the current year it is important that the impact that these decisions may have on future years' budgets be presented, evaluated and considered before final action is taken. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical toward sustaining (or achieving) a solid fiscal condition. Are projections calculated and discussed in sufficient detail so that the governing body understands the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least two (2) future year's budgets?</p>	
	N/A	The Borough does not have any pledged debt.
23	<p>Yes</p> <p>Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?</p> <p>Do elected officials receive status reports at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?</p>	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0513	Question	Comments
24	<p>Given the potential fiscal impact of property tax appeals on municipalities, the Tax Assessor and CFO should review the status of filed appeals on a regular basis to determine their effect on future budgets and plan accordingly. With input and approval from the governing body, this plan should include an evaluation of current assessment values and should consider setting aside an adequate estimated reserve to fund potentially successful state tax court appeals. <u>Has your municipality considered a property reassessment/reevaluation to counter the effect of successful residential tax appeals?</u> In answering this question, a yes answer indicates that the municipality either 1) determined after reviewing assessed values that a reassessment/reevaluation is unnecessary due to assessed values accurately reflecting market values (resulting in a small number of successful appeals); or 2) if the impact of appeals is significant, a revaluation plan has been filed with your County Board of Taxation.</p>	
25	<p>In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?</p>	
26	<p>N.J.S.A. 40A:4-62.1 allows for the creation of a dedicated trust fund to reserve funds budgeted during years with relatively little snowfall for use in future years when excessive snowfalls may exceed budgeted funds. In your 2013 Budget, has your municipality appropriated at least the average of snow removal expenses incurred over a minimum of 3 years?</p>	
27	<p>Health Insurance: HI Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)?</p>	
	<p>Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?</p>	
29	<p>As explained in Local Finance Notices <u>2011-20R</u> and <u>2011-34</u>, P.L. 2011 c. 78 requires employees to contribute toward healthcare based on a percentage of total premium cost, subject to a four-year phase-in. Has your municipality implemented the employee healthcare contribution provisions contained in P.L.2011 c. 78?</p>	

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0513	Question	Comments
Answer		
30	<p>Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u></p>	<p>The Borough is part of the State Health Benefits Program.</p>
31	<p>The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</p>	<p>The Borough is part of the State Health Benefits Program.</p>
N/A	<p>If your municipality does not participate in the State Health Benefits Program (SHBP), have competitive proposals for health insurance been solicited in the last three years (including from the Division of Pensions and Benefits for SHBP health insurance coverage)?</p>	<p>The Borough is part of the State Health Benefits Program.</p>

West Wildwood Borough (Cape May)		
<i>Please see Color Key at bottom of sheet for limits on answers</i>		
0513	Answer	Question
		Personnel - PE
		Comments
33	Yes	<p>N.J.S.A. 43:15A-7.2 and 43:15C-2(b)(4) preclude independent contractors and individuals performing professional services for any municipality or agency (e.g. municipal attorney, auditor, planner) under a professional services contract awarded pursuant to the Local Public Contracts Law from membership in the Public Employees' Retirement System (PERS) and Defined Contribution Retirement Program (DCRP). This is discussed further in Local Finance Notice 2007-28. Has your municipality reviewed the status of your independent contractors and professional services providers to ensure they are not deemed eligible for PERS and/or DCRP?</p>
34	Yes	<p>The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, municipal managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and are not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (you should consult with your labor counsel for more detailed guidance). <u>Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?</u> In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.</p>

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

0513

Answer

N/A

N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?

At this time the Borough does not have any contracts negotiated with public employees.

36

Yes

Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel and additional documents that would allow the public to view how your municipality's salaries have changed over a three year period?

Accurate records of employee time are critical not only for financial accountability but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?

37

Yes

Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?

38

Yes

Does your municipality limit the carry forward of accrued vacation time to no more than the amount earned in the previous year (meaning no employee hired after the effective date of the limitation policy can keep in any given year more vacation time that they earned in the prior year)?

39

Yes

Does the municipal governing body approve all payments for accumulated absences pursuant to the requirements of [N.J.A.C. 5:30-15.4](#), as discussed in [Local Finance Notice CFO-2002-1?](#)

40

Yes

Does your municipality provide annual employment practice liability training for elected officials, managers, administrators, department heads and supervisors?

Best Practices Worksheet CV 2013/SFY2014

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Question
	Answer	Comments
42	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work? The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. <u>Does your municipality limit benefits for work-related injuries to the above statutory benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.
43	Yes	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is \$584 for disabilities beginning on or after 1/1/13. <u>Does your municipality refrain from supplementing the Temporary Disability benefit?</u> The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.
45	No	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees? For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.
46	Yes	The Borough does not give longevity awards, bonuses or payment. A resolution will be forthcoming.

Best Practices Worksheet CV 2013/SFY2014

West Wildwood Borough (Cape May)		
Please see Color Key at bottom of sheet for limits on answers		
0513	Answer	Comments
	Question	
	Disaster Preparedness/Resiliency - DP	
47	Has your municipality 1) reviewed within the past year its master plan and zoning ordinances and, if changes are recommended by your engineer, planner or land use board to ensure greater resiliency in the face of flooding and storm damage, with a plan to implement such changes; and 2) amended your zoning ordinances as necessary to allow homeowners to raise conforming structures to the Base Flood Elevation (BFE) set by the new FEMA maps?	
	Yes	
48	Has your municipality within the past year reviewed and updated as necessary its emergency management plan, taking into account lessons learned from the impact of Superstorm Sandy and other recent natural disasters? P.L. 2013, c. 37, known as the "Sandy Integrity Monitor Law", requires the State Treasurer to assign monitors to recovery and rebuilding-related contracts \$5 million or above, and grants the Treasurer discretion to assign monitors on contracts below \$5 million. Pursuant to authority granted under the law, all Sandy-related recovery and rebuilding contracts over \$2 million awarded by local governments must be reported to the State Department of Treasury. Please access Treasury's Sandy website at http://www.state.nj.us/treasury/news-sandy.shtml for more information on your municipality's responsibilities under the Sandy Integrity Monitor Law.	
	Prospective	In the process of being updated.
49	Has your municipality reported all Sandy-related contracts over \$2 million to the State Treasurer?	
	N/A	The Borough had minimum damage from Storm Sandy and we do not have any contracts over \$2 million dollars.
50	A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system , and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm . Does your municipality have a Community Rating System ranking of at least Class 9?	
	Prospective	In the process of being implemented.

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

0513	Answer	Question	Comments
0	Select		
34	Yes		
8	No		
6	N/A		
2	Prospective		
50	Total Answered:		
42	Score (Yes + N/A + Prospective)		
84%	Score %		
0%	Percent Withheld		
	Chief Administrative Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)
	Name & Title		Date
	Chief Financial Officer's Certification		
	I hereby certify that the information provided in this Best Practices Inventory is accurate to the best of my knowledge.		Certification #(s)
	Name		Date
	Municipal Clerk's Certification		
	I hereby certify that the Governing Body of the <insert Municipality> in the County of <insert County> discussed the CY 2013/SFY 2014 Best Practice Inventory as completed herein at a public meeting on <insert date> with the Inventory results, and the certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to be stated in the minutes of said public meeting.		Certification #(s)
	Name		Date

Best Practices Worksheet CY 2013/SFY2014

West Wildwood Borough (Cape May)

Please see Color Key at bottom of sheet for limits on answers

Question

Comments

Red = Repeat Question; Prospective answers not permitted

Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted

No Color = "Yes", "No", "Prospective" and "Not Applicable" are all permissible answers

# of Questions scored Yes, Prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/Impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question Table of Weblinks

4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf	
5	http://www.nj.gov/dca/divisions/dlgs/rasources/muni_st_docs/pay_to_play_ordinance-contractor.doc	
9	http://www.state.nj.us/perc/collective_bargaining_agreement_summary_form_police_and_fire_2012.04.02_instructions_and_example.pdf	
9	http://www.state.nj.us/perc/collective_bargaining_agreement_summary_form_non-police_and_non-fire_2012.04.02_instructions_and_example.pdf	
13	http://www.nj.gov/dca/divisions/dlgs/flns/12/2012-12.pdf	
17	http://www.nj.gov/dca/divisions/dlgs/flns/13/2013-17.pdf	
19	http://nj.gov/dca/divisions/dlgs/flns/11/2011-37.doc	
29	http://nj.gov/dca/divisions/dlgs/flns/11/2011-20R.doc	
29	http://nj.gov/dca/divisions/dlgs/flns/11/2011-34.doc	
33	http://nj.gov/dca/divisions/dlgs/flns/07/2007-28.doc	
40	http://www.nj.gov/dca/divisions/dlgs/flns/02/cfo-2002-1.pdf	
50	http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system	
50	http://www.nj.gov/dep/floodcontrol/about.htm	

**BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY, STATE OF NEW JERSEY**

ORDINANCE NO. 526(2013)

**AN ORDINANCE AMENDING ORDINANCE NO. 398 ENTITLED
"LAND DEVELOPMENT ORDINANCE OF THE BOROUGH OF WEST WILDWOOD,
COUNTY OF CAPE MAY, NEW JERSEY"**

BE IT ORDAINED, by the Board of Commissioners of the Borough of West Wildwood, in the County of Cape May, New Jersey, as follows:

WHEREAS, the State of New Jersey and its coastline suffer catastrophic damage to residential and commercial buildings as a result of Hurricane Sandy which has caused federal, state and municipal governments to re-evaluate construction standards within flood zones; and

WHEREAS, the Borough of West Wildwood Planning/Zoning Board performed a periodic examination of the municipality's development regulations and prepared and adopted, by resolution, a report on the findings of such examination; and

WHEREAS, the Planning/Zoning Board of the Borough of West Wildwood has submitted to the Governing Body, Resolution Number 2013-02 recommending amendments to the current Building Code and Land Use Ordinance of the Borough of West Wildwood; and

WHEREAS, the Board of Commissioners desire to amend the current Building Code and Land Use Ordinance adopting the recommendations provided by the Planning/Zoning Board of the Borough of West Wildwood.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that the current Building Code and Land Use Ordinance of the Borough of West Wildwood, County of Cape May, New Jersey be amended with the recommendations of the Planning/Zoning Board hereby attached.

BE IT FURTHER ORDAINED THAT:

1.) All other ordinances in conflict or inconsistent with this Ordinance are hereby repealed to the extent of such conflict or inconsistency.

2.) Should any section, paragraph, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid for any reason, the remaining portions of the Ordinance shall not be affected thereby and shall remain in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

3.) This Ordinance shall take effect after a public hearing and final adoption and publication as provided by law.

COMMISSIONERS :

MAYOR CHRISTOPHER J. FOX

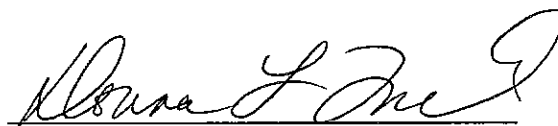
COMMISSIONER SCOTT W. GOLDEN

COMMISSIONER CORNELIUS J. MAXWELL

I, Donna L. Frederick, Acting Municipal Clerk of the Borough of West Wildwood, County of Cape May, State of New Jersey, do hereby certify the forgoing to be a true and correct copy of an ordinance introduced at a Regular Meeting held on October 4, 2013, of the Board of Commissioners, and will be considered for final passage after a public hearing of said Board of Commissioners at the Municipal Hall, 701 W. Glenwood Avenue, West Wildwood, New Jersey on Friday, November 1, 2013 at 7:00pm prevailing time.

FIRST READING:
PUBLICATION:

October 4, 2013

The image shows a handwritten signature in black ink. The signature appears to be "Donna L. Frederick" written in a cursive style. Below the signature is a solid horizontal line.

Donna L. Frederick
Acting Municipal Clerk

RESOLUTION #2013-02

**PLANNING/ZONING BOARD
BOROUGH OF WEST WILDWOOD
CAPE MAY COUNTY, NJ**

WHEREAS, pursuant to the New Jersey Municipal Land Use Law (N.J.S.A. 40:55D-1 et seq.) Planning and Zoning Boards are authorized to undertake periodic examination of their municipality's development regulations and to prepare and adopt, by resolution, a report on the findings of such examinations; and

WHEREAS, the State of New Jersey and its coastline suffered catastrophic damage to residential and commercial buildings as a result of Hurricane Sandy which has caused federal, state and municipal governments to re-evaluate construction standards within flood zones; and

WHEREAS, the Federal Emergency Management Agency ("FEMA") has adopted federal advisory base flood elevation guidelines in anticipation of adopting permanent rules and regulations pertaining to same; and

WHEREAS, the State of New Jersey adopted the federal advisory base flood elevation guidelines to assist New Jersey residents with respect to remediation of Hurricane Sandy damage and to provide guidance in connection with new construction; and

WHEREAS, on September 26, 2013, the Planning and Zoning Board considered and discussed elevation requirements in relationship to the existing local building code and other land use laws and regulations governing construction in the Borough of West Wildwood (hereinafter, "the Borough"); and

WHEREAS, proposed changes to the existing building code and land use laws and regulations were discussed by the Board to conform them to FEMA requirements; and

WHEREAS, The Board considered a document outlining the proposed changes, a copy of which was admitted into the record and made a part hereof; and

WHEREAS, at the September 26, 2013 meeting the Board voted to recommend that the Borough Committee amend the Borough's Land Use Ordinance and related Building Code to adopt the changes considered by the Board in order to conform the Building Code and other land use laws and regulations governing construction in the Borough to meet or exceed the FEMA requirements; and

WHEREAS, on September 26, 2013. the Board considered and discussed the requirements for constructing a new bulkhead or substantially repairing and replacing existing bulkheads which discussion included the permitting process and requisite fees and also considered a document generally outlining the advisory changes to the bulkhead requirements which document admitted into the record and made a part hereof; and

WHEREAS, the Board recommended that in addition to a permitting fee, the Borough of West Wildwood should reserve the right to require an Applicant to escrow sufficient funds with the Borough to cover the estimated professional fees and costs incurred by the Borough in connection with same; and

WHEREAS, at the September 26, 2013 meeting, the Board voted to recommend that the West Wildwood Committee amend the Land Use Ordinance and related Building Code to incorporate the recommended changes to the bulkhead permitting requirements including those recommendations pertaining to permit fees and escrowed funds; and

WHEREAS, the proper notices were given to the persons and bodies as required by law and the necessary publications were undertaken and proofs with respect thereto have been filed; and

NOW, THEREFORE, BE IT RESOLVED by the Planning and Zoning Board of the Borough of West Wildwood as follows:

1. The following conclusions are made:
 - a. All statements contained in the preamble to this Resolution are hereby incorporated by reference.
 - b. The Board finds that it is necessary for the Borough Committee to amend the existing Building Code and Land Use Laws and Regulations to replace, amend, modify or supplement the existing Building Code and Land Use Laws and Regulations to conform to the requirements of FEMA as set forth above.
 - c. The Board so finds and recommends that the Borough Committee amend the existing Building Code and Land Use Laws and Regulations as they relate to bulkhead permit requirements and fees as set forth above.
 - d. No members of the public spoke in favor or in opposition to the proposed action by the Board.

2. Accordingly, the Planning and Zoning Board resolves to recommend that the Borough of West Wildwood Committee amend the Land Use Ordinance(s) and relating Building Code and Regulations as set forth herein.

3. The Board Secretary shall cause this notice of the adoption herein provided for to be published in the official newspaper of the municipality and supply a copy of this Resolution to any and all required governmental agencies.

4. This Resolution shall take effect immediately.

The following Board members were present at the September 26, 2013 meeting and voted for the approval sought:

ON MOTION OF: Lewis Ostrander

SECONDED BY: Margaret Cantwell

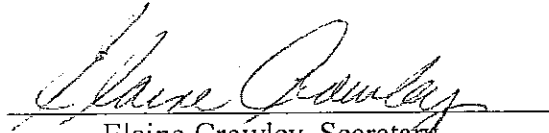
ROLL CALL

Those in favor: Mayor Fox, Commissioner Golden, Margaret Cantwell, Robert Feltwell, Lewis Ostrander, Elaine Szymkowiak, Joseph Smith

Those Opposed: None

Abstain: None

The foregoing Memorializing Resolution was passed by the Zoning and Planning Board of the Borough of West Wildwood at a meeting held on _____, 2013 and memorialized a decision passed on September 26, 2013.


Elaine Crowley, Secretary
Planning and Zoning Board

Recommended changes to the Borough Land Use Ordinance. This will bring the Ordinance into compliance with the latest FEMA Base Flood Elevation building requirements. This will also address conditions which currently exist.

Page 38 / Section Q

Outdoor boat rack storage systems are prohibited except in MC- Marine Commercial Zone.

(Currently exists at the 26th Street Marina)

Page 69 / Section A

Change the last sentence to read;

All required parking and loading facilities shall be required to have a weather impervious surface and shall be completed prior to the issuance of a Certificate of Occupancy.

(Currently states "paved" which would preclude stone, shells or various other products currently in use)

Page 93 / Section C

Temporary signs and banners.

(Currently reads temporary signs and banners)

Page 98 / Section K

Specifically governs the placement of television antenna. The technology is no longer in existence as analog signals are unavailable.

(Recommend this section be deleted)

Page 106 / Section A.

Need to add;

A further consideration would be the utilization of the "Best Available Data" provided by FEMA relating to flood hazardous areas.

(This would incorporate the working maps, preliminary maps and any future FIRM Maps when adopted and published by FEMA)

Page 107 / Section 3.b.

Area of Special Flood Hazard: Land in the Borough with a one percent (1%) chance or greater of flooding in any given year, as designated by the Federal Emergency Management Agency as a Zone AE – 9 or AE-10.

(Zone A-6 no longer exists according to the latest data from FEMA)

Page 108 / Section F

Velocity Zone.

(Coastal High Hazard Area is no longer a term recognized by FEMA)

Page 108 / Section J

Delete the last sentence as the date will change when the new map is published. The paragraph as written is applicable with the removal of the last sentence.

Page 113 / Section 6.a. (4)

Fuel tanks and compressed gas tanks in the "AE" zone.

(Currently the AE line was left blank in the paragraph. Appears to have been an oversight)

Page 115 / Section d

Lowest Floor Elevation for Residential Construction- New construction and substantial improvements of any residential structure shall have the lowest floor utilized as living space elevated to the minimum Base Flood Elevation as per FEMA plus one foot of freeboard.

(This is the current minimum requirement for elevation under FEMA regulations)

Page 116 / Section c.

Elevation of Structures on Pilings or Concrete Block

- (1) All new construction and substantial improvements shall be elevated on pilings, columns or concrete block. A spread footing with a minimum diameter of 30" must be utilized when elevating on concrete block. Further, the spread footing must be a minimum 12" thick and contain reinforcing bar commonly known as rebar. There will be a minimum of four rows of rebar with a diameter of at least 5/8" and any and all other requirements as per the International Building Code
 - a. The bottom of the lowest horizontal member of the lowest floor will be elevated to a minimum of the base flood elevation plus one foot of freeboard.

- b. The piling, column or concrete block foundation and structure attached thereto is anchored to resist flotation, collapse and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Wind and water loading values shall have a one (1%) percent chance of being equaled or exceeded in any given year.

(This is the current minimum requirements of FEMA under an AE zone. The entire Borough is classified as an AE zone with height requirements of 9 feet or 10 feet depending on location plus one foot of freeboard)

Page 117 / section d (1)

All new construction and substantial improvements, as well as any alteration, repair, reconstruction, or improvement to a structure must be elevated to the minimum base elevation plus one foot of freeboard when utilizing pilings, columns or concrete block. If non-supporting breakaway walls are utilized when elevating on pilings they will consist of open lattice or insect screening intended to collapse under wind and water loads without causing collapse, displacement or other structure damage to the elevated portion of the building or supporting foundation.

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION 2013-102

DECLARING TRICK OR TREAT TO BE HELD ON THURSDAY, OCTOBER 31, 2013

BE IT RESOLVED, by the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, that Trick or Treat, be and the same shall be observed in the Borough of West Wildwood, on Thursday, October 31, 2012, between the hours of 5:00pm and 7:00pm.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						X
Commissioner Scott A. Golden	X		X			
Commissioner Cornelius J. Maxwell		X	X			

I, **Donna L. Frederick, Acting Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 4, 2012**



Donna L. Frederick
Acting Municipal Clerk

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION 2013-103

CHAPTER 159 – INSERTION OF 2013 CLEAN COMMUNITIES GRANT

WHEREAS, N.J.S.A. 40A:4-87 provides that the Director of the Division of Local Government Services may approve the insertion of any special item of revenue in the budget of any county or municipality when such item shall have been made available by any public or private funding source and the amount thereof shall not have been determined at the time of the adoption of the budget; and

WHEREAS, said Director may also approve the insertion of any item of appropriation for equal amount; and

WHEREAS, the Borough of West Wildwood is in receipt of \$4,000.00 from the Solid Waste Administration FY 2013 Clean Communities Grant, and wishes to amend its 2013 Municipal Budget to include this amount of revenue.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Borough of West Wildwood, County of Cape May, New Jersey, does hereby request the Director of the Division of Local Government services to approve the insertion of an item of revenue in the municipal budget of the Borough of West Wildwood for the year 2013 in the sum of.....\$4,000.00 which is now available as a revenue from:

Miscellaneous Revenues
Special Items of General Revenue Anticipated with
Prior Written Consent of the Director of the Division
of Local Government Services - Public and Private
Revenues Offset with Appropriations:
Clean Communities Grant \$4,000.00

BE IT FURTHER RESOLVED that a like sum of \$4,000.00
be and the same is hereby appropriated under the caption of:

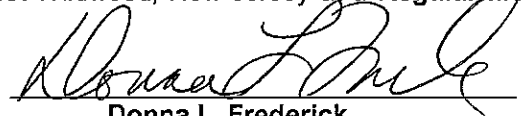
GENERAL APPROPRIATIONS

(a) Operations Excluded from 5% Caps
Public and Private Programs Offset by Revenues:
2013 Clean Communities Grant

BE IT FURTHER RESOLVED that the Borough Clerk be and she is hereby authorized and directed to forward two (2) copies of this Resolution to the Director of the Division of Local Government Services.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						X
Commissioner Scott W. Golden	X		X			
Commissioner Cornelius J. Maxwell		X	X			

I, **Donna L. Frederick, Acting Municipal Clerk** for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 4, 2013**.



Donna L. Frederick
Acting Municipal Clerk

BOROUGH OF WEST WILDWOOD
COUNTY OF CAPE MAY
STATE OF NEW JERSEY

RESOLUTION 2013-104

A RESOLUTION ESTABLISHING A SURPLUS POLICY

WHEREAS, the Board of Commissioners of the Borough of West Wildwood are committed to attaining long-term fiscal stability for the Borough; and

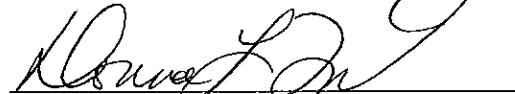
WHEREAS, it is recognized that fiscal stability requires a monetary reserve that will enable the Borough to encounter unforeseen fiscal emergencies without having a major, negative impact on the taxpayers of the Borough; and

WHEREAS, it has been determined that a fund balance equal to no less than 5% of the current fund budget, after applying a portion of the fund balance to tax stabilization, is a realistic and attainable goal for the Borough.

NOW, THEREFORE, BE IT RESOLVED, that the City will formulate a plan to identify new revenue sources and retention of revenues, to accumulate the targeted fund balance over the next five years.

	Motion	Second	Yes	No	Abstain	Absent
Mayor Christopher J. Fox						X
Commissioner Scott W. Golden		X	X			
Commissioner Cornelius J. Maxwell	X		X			

I, Donna L. Frederick, Acting Municipal Clerk for the Borough of West Wildwood in the County of Cape May and State of New Jersey, do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by the Board of Commissioners of the Borough of West Wildwood, New Jersey at a **Regular Meeting** held on **October 4, 2013**.



Donna L. Frederick
Acting Municipal Clerk



Borough of West Wildwood
Police Department

701 W. Glenwood Ave., West Wildwood, NJ 08260
(609) 522-2396

ACTIVITY REPORT SEPTEMBER 2013

1 911 Hang Up
1 Complaint of an Abandoned Vehicle (Moved)
12 Reports of Animal Complaints
4 Arrests
1 Burglar Alarm Activation (Accidental)
2 Reports of Criminal Mischief
1 Activated Fire Alarm (Accidental)
3 Reports of General Complaints
20 Local Ordinance Violations
1 Report of Lost Property
7 Medical Assists
2 Report of Missing Juveniles (Returned)
26 Motor Vehicle Stops (17 Warnings/9 Summonses)
1 Report of Noise/Loud Party
2 Opened Doors/Secured
15 Parking Complaints
5 Police Assists to Residents
140 Property Checks
7 Resident Assists
1 Report of Simple Assault
2 Reports of Suspicious Activity
21 Reports of Suspicious Persons/Pedestrians
1 Reports of Suspicious Vehicle
3 Reports of Theft
2 Reports of Unhitched Trailer
2 Reports of Unwanted Guests/Defiant Trespassing
1 Verbal Argument

TOTAL CALLS FOR SERVICE 832

Note: This is an abridged documentation of actual calls for service.



CLERK'S
COPY

Activity Report SEPTEMBER 2013

- 4 Work orders for maintenance of public works vehicles and equipment
- 1 Work order to cut grass on easement at 26th ave pump station
- 2 Work orders for repairs public works vehicles
- 4 Work orders to clean Borough hall and remove trash and recycling
- 1 Work order to take down flags and light decorations on Glenwood ave
- 4 Work orders for maintenance public safety vehicles
- 5 Work orders to scrape grass and cleanup dirt along curb lines within the boro
- 3 Work orders for maintenance of 26th ave. pumping station
- 4 Work orders for maintenance of flood pump south end of Neptune ave
- 4 Work orders to cut grass boro hall and boro parks
- 4 Work orders to clean up trash on borough streets
- 4 Work orders to empty doggi station containers at borough parks
- 3 Work order for repairs public works equipment
- 1 Work order to install new light fixtures outside public works building

- 3 Work orders to pick up tvs within boro
- 6 Work orders for boro inspections of streets and parks
- 3 Work orders for maintenance of flood gates
- 4 Work orders to empty trash and recycling containers boro parks
- 1 Work order to remove dead bushes at Venice ave park and remulch around flag pole
- 4 Work orders to pick up yard waste through out the boro
- 2 Work orders to cut grass at public works yard
- 2 Work orders to patch pot holes with in the boro
- 3 Work orders for cleaning up and organizing public works yard

**TAX COLLECTOR'S REPORT
BOROUGH OF WEST WILDWOOD**

TO: Borough CommissionFROM: Terence Graff DATE: October 3, 2013

The following represents the collection status of taxes as of

September 30, 2013

TAX ACCOUNTS	CURRENT MONTH	TO DATE
2012 Tax (Delinquent Taxes)	\$5,131.04	\$127,916.79
2013 Tax	\$45,880.30	\$2,275,327.76
Prepaid Tax Year 2014	\$4,390.70	\$28,749.99
Arrears/Bankruptcy		
Tax Title Liens (Mun)		\$72,485.38
Miscellaneous	\$2,143.15	\$43,675.28
Searches		
Cost & Interest	\$1,356.86	\$15,074.03
Tax Sale Premium		
Tax Sale - Water Due Wildwood		
Cost of Sale		
Sewer Rents (Delinquent)	\$1,462.76	\$27,383.78
Sewer Rents 2013	\$12,065.63	\$320,940.42
Prepaid Sewer Rents	\$312.05	\$1,765.02
Sewer Interest	\$500.27	\$5,554.86
Total	\$73,242.76	\$2,918,873.31

Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 10343 to 10381
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
10343	10/04/13	00101 THE HERALD					926
13-00569	1	LEGAL ADVERTISEMENTS	789.61	3-01-20-100-021 GEN. ADMIN. LEGAL ADVERTISING	Budget		62
10344	10/04/13	00207 ACA COMPUTERS, INC.					926
13-00555	1	AS PER RESOLUTION 2013-023	2,750.00	3-01-20-140-026 Data Processing Maintenance	Budget		54
10345	10/04/13	00308 ADP, INC.					926
13-00567	1	PAYROLL SERVICES FOR SEPT 2013	82.43	3-01-20-130-028 Payroll Services	Budget		59
13-00567	2	PAYROLL SERVICES FOR SEPT 2013	95.03	3-01-20-130-028 Payroll Services	Budget		60
			<u>177.46</u>				
10346	10/04/13	019011 ATLANTIC CITY ELECTRIC					926
13-00541	1	ELECTRIC CHARGES FOR	16.84	3-01-31-430-000 Electricity	Budget		31
13-00541	2	ELECTRIC CHARGES FOR	14.40	3-01-31-430-000 Electricity	Budget		32
13-00541	3	ELECTRIC CHARGES FOR	624.36	3-01-31-430-000 Electricity	Budget		33
13-00541	4	ELECTRIC CHARGES FOR	539.80	3-01-31-430-000 Electricity	Budget		34
13-00541	5	ELECTRIC CHARGES FOR	6.66	3-01-31-430-000 Electricity	Budget		35
13-00541	6	ELECTRIC CHARGES FOR	322.62	3-01-31-430-000 Electricity	Budget		36
13-00541	7	STREET LIGHTING	1,645.67	3-01-31-435-000 Street Lighting	Budget		37
			<u>3,170.35</u>				
10347	10/04/13	01903 AT & T					926
13-00580	1	LONG DISTANCE FOR	49.99	3-01-31-440-000 Telephone	Budget		76
13-00580	2	LONG DISTANCE FOR	4.84	3-01-31-440-000 Telephone	Budget		77
			<u>54.83</u>				
10348	10/04/13	02100 EAST COST GANG INVESTIGATORS					926
13-00346	1	TRAINING FOR G. DECECCO	50.00	3-01-25-240-042 Educational Training	Budget		1
10349	10/04/13	028611 Its Called Solutions, LLC.					926
13-00549	1	HOSTING FEES FOR AUG & SEPT	130.00	3-01-20-140-026 Data Processing Maintenance	Budget		51
10350	10/04/13	03402 BILLOWS ELECTRICAL SUPPLY CO.					926
13-00545	1	SHIPPING AND HANDLING FOR	39.60	3-01-26-310-052 Janitorial Equipment	Budget		46

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
351	10/04/13	04004 PETTY CASH					926
13-00559	1	VARIOUS SUPPLIES -	83.75	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		56
10352	10/04/13	05203 C.M.C.M.U.A. WASTER WATER DIV.					926
13-00570	1	DISPOSAL FEE FOR AUGUST 2013	173.37	3-01-32-465-000 SOLID WASTE DISPOSAL	Budget		63
10353	10/04/13	06615 COMCAST OF WILDWOOD					926
13-00572	1	MONTHLY BILLING	89.88	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		65
13-00572	2	MONTHLY BILLING	94.88	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		66
13-00572	3	MONTHLY BILLING	108.99	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		67
13-00572	4	MONTHLY BILLING	59.98	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		68
13-00572	5	MONTHLY BILLING	216.30	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		69
			<u>570.03</u>				
10354	10/04/13	08201 DELTA DENTAL PLAN OF N.J. INC.					926
13-00546	1	MONTHLY BILLING FOR OCT 2013	668.53	3-01-23-220-000 EMPLOYEE GROUP INSURANCE	Budget		47
10355	10/04/13	08222 NJ MOTOR VEHICLE COMMISSION					926
13-00402	1	NJMVC REGISTRATION APPLICATION	15.00	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		3
10356	10/04/13	11202 IDVILLE					926
13-00568	1	SHIPPING AND HANDLING FOR	9.50	3-01-20-100-030 GEN. ADMIN. MATERIALS & SUPPLIES	Budget		61
10357	10/04/13	11504 JACOBS & BARBONE, P.A.					926
13-00578	1	LEGAL SERVICES RENDERED	1,965.00	3-01-20-155-027 Legal Services	Budget		74
10358	10/04/13	11802 DE LAGE LANDEN					926
13-00571	1	LEASE PAYMENT FOR POLICE DEPT	229.00	3-01-25-240-038 New Equipment	Budget		64
10359	10/04/13	13011 NJ ASSOCIATION OF FLOOD PLAIN					926
13-00566	1	9TH ANNUAL NJAFM CONFERENCE	220.00	3-01-20-100-042 GEN. ADMIN. EDUCATIONAL TRAINING	Budget		58
10360	10/04/13	13805 CINTAS FIRST AID & SAFETY					926
13-00573	1	FIRST AID SUPPLIES FOR TAX OFF	25.23	3-01-20-120-036 Office Supplies	Budget		70
13-00537	1	16701 GLOUCESTER CO. POLICE ACADEMY					926
13-00537	1	IED FAMILIARIZATION COURSE	40.00	3-01-25-240-042 Educational Training	Budget		17

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
362	10/04/13	17009 OGLETREE LIMITED PARTNERSHIP					926
13-00562	1	LEASE PAYMENT FOR	981.89	3-09-55-513-000 EQUIPMENT PURCHASE	Budget		57
10363	10/04/13	18201 H.B. CHRISTMAN & SON, INC.					926
13-00530	1	UUSES FOR MILITARY TRUCK	30.55	3-01-26-290-034 Fleet Maintenance	Budget		10
10364	10/04/13	19602 THE HOME DEPOT #0943					926
13-00519	1	VARIOUS SUPPLIES	70.29	3-01-26-290-030 Materials and Supplies	Budget		8
10365	10/04/13	19606 MUNICIPAL EQUIPMENT ENTERPRISE					926
13-00547	1	REIMBURSEMENT FOR REGISTRATION	85.00	3-01-25-240-034 Fleet Maintenance	Budget		48
10366	10/04/13	30007 LOWE'S # 1861					926
13-00518	1	VARIOUS SUPPLIES	55.04	3-01-26-290-030 Materials and Supplies	Budget		7
10367	10/04/13	31220 MAX COMMUNICATIONS, INC.					926
13-00556	1	RECURRING CHARGES FOR SEPT	224.48	3-01-31-440-000 Telephone	Budget		55
68	10/04/13	31801 MGL PRINTING SOLUTIONS					926
13-00548	1	81/2X11 MINUTE BOOK PAPER	141.00	3-01-20-120-036 Office Supplies	Budget		49
13-00548	2	SHIPPING	15.00	3-01-20-120-036 Office Supplies	Budget		50
			<u>156.00</u>				
10369	10/04/13	34204 N.J.STATE LEAGUE OF					926
13-00544	1	98TH ANNUAL LEAGUE CONFERENCE	495.00	3-01-20-100-041 GEN. ADMIN. CONFERENCES & MEETINGS	Budget		45
10370	10/04/13	34220 NEXTEL COMMUNICATIONS					926
13-00575	1	CELL PHONE CHARGES FOR SEPT	193.19	3-01-31-440-000 Telephone	Budget		72
13-00576	1	POLICE CONNECT CARD	112.48	3-01-31-440-000 Telephone	Budget		73
			<u>305.67</u>				
10371	10/04/13	45095 RIGGINS OIL COMPANY					926
13-00533	1	GASOLINE FOR VARIOUS VEHICLES	1,634.84	3-01-31-460-000 Gasoline and Diesel	Budget		12
10372	10/04/13	45678 AUTO ZONE					926
13-00517	1	VARIOUS SUPPLIES	106.44	3-01-26-290-034 Fleet Maintenance	Budget		6
10373	10/04/13	46201 RUTGERS, THE STATE UNIVERSITY					926
13-00396	1	MUNICIPAL CLERK REVIEW COURSE	527.00	3-01-20-100-042 GEN. ADMIN. EDUCATIONAL TRAINING	Budget		2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
13-00403	1	RUTGERS, THE STATE UNIVERSITY CMFO EXAM REVIEW - STATUTES	407.00	3-01-20-100-042	Budget		4
13-00512	1	ACCOUNTING REVIEW FOR CFO	203.00	3-01-20-100-042	Budget		5
13-00532	1	SEMINAR FOR CFO	208.00	3-01-20-100-042	Budget		11
			<u>1,345.00</u>				
10374	10/04/13	47011 A.C.SCHULTES, INC.					926
13-00574	1	FURNISH REWOUND LIFT PUMP AS A	1,260.00	C-08-55-903-000	Budget		71
				Imp to water/Sewer System			
10375	10/04/13	48201 SOUTH JERSEY GAS COMPANY					926
13-00539	1	MONTHLY GAS CHARGES FOR:	30.52	3-01-31-446-000	Budget		19
				Natural Gas			
13-00539	2	MONTHLY GAS CHARGES FOR:	50.00	3-01-31-446-000	Budget		20
				Natural Gas			
13-00539	3	MONTHLY GAS CHARGES FOR:	69.91	3-01-31-446-000	Budget		21
				Natural Gas			
			<u>150.43</u>				
10376	10/04/13	48207 SOUTH JERSEY WELDING SUPPLY CO					926
13-00535	1	DELIVERY CHARGE	21.00	3-01-26-310-030	Budget		14
				Materials and Supplies			
13-00535	2	STARGON/ACCELYNE/OXYGEN FOR	217.42	3-01-26-310-030	Budget		15
				Materials and Supplies			
13-00535	3	HAZARDOUS MATERIAL CHARGE	3.00	3-01-26-310-030	Budget		16
				Materials and Supplies			
13-00543	1	ACETYLENE CYL RENT	13.45	3-01-26-290-038	Budget		42
				Gen. Hardware-maint. supplies			
13-00543	2	ARGON/MIX CYL RENT	20.18	3-01-26-290-038	Budget		43
				Gen. Hardware-maint. supplies			
13-00543	3	OXYGEN CYL RENT	20.18	3-01-26-290-038	Budget		44
				Gen. Hardware-maint. supplies			
			<u>295.23</u>				
10377	10/04/13	65405 W. B. MASON					926
13-00528	1	PAPER FOR COPIER IN TAX OFFICE	111.96	3-01-20-100-036	Budget		9
				GEN. ADMIN. OFFICE SUPPLIES			
13-00534	1	PEN STYLE DRY ERASE MARKER	5.45	3-01-20-100-036	Budget		13
				GEN. ADMIN. OFFICE SUPPLIES			
13-00540	1	AAA BATERIES	17.50	3-01-20-100-030	Budget		22
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	2	PEN STYLE DRY ERASE	5.45	3-01-20-100-030	Budget		23
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	3	AA BATTERIES	19.90	3-01-20-100-030	Budget		24
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	4	8 1/2 X 14 MANILA FILE FOLDERS	65.45	3-01-20-100-030	Budget		25
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	5	BLUE PENDAFLEX	33.30	3-01-20-100-030	Budget		26
				GEN. ADMIN. MATERIALS & SUPPLIES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
377 W. B. MASON			Continued				
13-00540	6	GREEN PENDAFLEX	33.30	3-01-20-100-030	Budget		27
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	7	YELLOW PENDAFLEX	33.30	3-01-20-100-030	Budget		28
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	8	BLUE INK PENS	13.98	3-01-20-100-030	Budget		29
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00540	9	BLACK BALL POINT PENS	19.47	3-01-20-100-030	Budget		30
				GEN. ADMIN. MATERIALS & SUPPLIES			
13-00550	1	8 1/2 14 PAPER	45.99	3-01-20-120-036	Budget		52
				Office Supplies			
			<u>405.05</u>				
10378	10/04/13	654153 EARTHTECH CONTRACTING INC.					926
13-00538	1	TRASH COLLECTION FOR SEPT	4,200.00	3-01-26-305-029	Budget		18
				Contractual-collection			
10379	10/04/13	654242 FASTENAL COMPANY					926
13-00552	1	STAINLESS STEEL BOLTS FOR	73.24	3-01-26-310-030	Budget		53
				Materials and Supplies			
10380	10/04/13	65434 CAFIERO AND BALLIETTE					926
13-00579	1	LEGAL SERVICES RENDERED	2,916.66	3-01-20-155-027	Budget		75
				Legal Services			
10381	10/04/13	66666 VERIZON					926
13-00542	1	MONTHLY PHONE CHARGES	33.03	3-01-31-440-000	Budget		38
				Telephone			
13-00542	2	MONTHLY PHONE CHARGES	268.45	3-01-31-440-000	Budget		39
				Telephone			
13-00542	3	MONTHLY PHONE CHARGES	224.91	3-01-31-440-000	Budget		40
				Telephone			
13-00542	4	MONTHLY PHONE CHARGES	372.37	3-01-31-440-000	Budget		41
				Telephone			
			<u>898.76</u>				

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	39	0	26,850.83	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>39</u>	<u>0</u>	<u>26,850.83</u>	<u>0.00</u>

Fund Description	Fund	Budget Total	Revenue Total
RENT FUND	3-01	24,608.94	0.00
UTILITY FUND	3-09	<u>981.89</u>	<u>0.00</u>
Year Total:		25,590.83	0.00
UTILITY CAPITAL	C-08	1,260.00	0.00
Total of All Funds:		<u><u>26,850.83</u></u>	<u><u>0.00</u></u>

Range of Checking Accts: CURRENT to CURRENT Range of Check Ids: 10382 to 10382
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num Ref Seq
10382	10/04/13	32010 THOMAS MICELI					927
13-00554	1	SETTLEMENT AGREEMENT WITH	10,416.67	3-01-25-240-011 full time-Sw	Budget		1

Report Totals	<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
Checks:	1	0	10,416.67	0.00
Direct Deposit:	0	0	0.00	0.00
Total:	<u>1</u>	<u>0</u>	<u>10,416.67</u>	<u>0.00</u>

Fund Description	Fund	Budget Total	Revenue Total
RENT FUND	3-01	10,416.67	0.00
Total of All Funds:		<u>10,416.67</u>	<u>0.00</u>

WORKSHOP MEETING

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
MONDAY - OCTOBER 28, 2013
9:00AM

MINUTES:

Mayor Fox called the meeting to order, read the OPMA statement and led the Pledge of Allegiance

ROLL CALL: Present

Comm. Golden
Comm. Maxwell
Mayor Fox
Solicitor Cafiero
Acting Municipal Clerk (AMC) Donna L. Frederick

DISCUSSION:

Mayor stated that we need to add a member to the Planning Board. Appoint Jim Perloff in Joe Smith's term and see if Joe Smith can be the Mayor's designee under the Class 1, Administrator Ridings will check into this matter with the Planning Board Solicitor and get back to the clerk.

Mayor asked if the December meeting could be changed from Thursday, the 5th to Wed. 4th at 6:00pm and we could have a tree lighting ceremony immediately following the meeting. Clerk will advertise the rescheduled meeting.

Mayor asked Admin. Ridings to inquire about a possible appeal process for the denial of funds for mitigation regarding Hurricane Sandy.

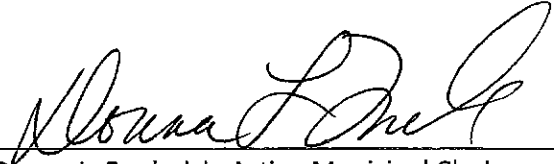
AMC informed the commissioners of a "Shared Services Agreement" for 2014 received from the County of Cape May for EMS, Fire and Police.

OPEN TO THE PUBLIC FOR COMMENT: None

Motion to Adjourn:


Motion by Comm. Golden; Second by Comm. Maxwell
Roll Call Vote: Comm. Golden, yes; Comm. Maxwell, yes; Mayor Fox, yes
Motion carried.

Respectfully submitted,



Donna L. Frederick, Acting Municipal Clerk

THESE MINUTES WERE APPROVED AT THE NOVEMBER 1, 2013, REGULAR COMMISSION MEETING



MAYOR CHRISTOPHER J. FOX



COMMISSIONER SCOTT W. GOLDEN



COMMISSIONER CORNELIUS J. MAXWELL

WORKSHOP MEETING

Borough of West Wildwood

"Small town Charm on the Back Bay"

AGENDA

WORKSHOP MEETING – OCTOBER 28, 2013

9:00 AM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

THIS REGULAR MEETING WAS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING HAS BEEN ESTABLISHED IN AN ANNUAL MEETING NOTICE RESOLUTION NO. 2012-106 ADOPTED ON DECEMBER 7, 2012. NOTICE OF THIS MEETING WAS SENT TO THE ATLANTIC CITY PRESS AND THE CAPE MAY COUNTY HERALD ELECTRONICALLY AND POSTED CONTINUOUSLY ON THE OFFICIAL CLERKS BULLETIN BOARD.

ROLL CALL

DISCUSSION

Open to the Floor for Public Comment:

ADJOURNMENT

**Donna L. Frederick
Acting Municipal Clerk**

BOROUGH OF WEST WILDWOOD
BOARD OF COMMISSIONERS
WORKSHOP MEETING
MONDAY - OCTOBER 28, 2013
9:00AM

MINUTES:

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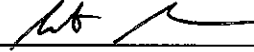
Respectfully submitted,


Donna L. Frederick, Acting Municipal Clerk

THESE MINUTES WERE APPROVED AT THE NOVEMBER 1, 2013, REGULAR COMMISSION MEETING



MAYOR CHRISTOPHER J. FOX



COMMISSIONER SCOTT W. GOLDEN



COMMISSIONER CORNELIUS J. MAXWELL